



Executive Officer - Salary Commensurate With Experience

Details

Job ID : 534

Title : Executive Officer - Salary Commensurate With Experience

Job Code : 0

Salary : \$0.00 (Monthly)

Grade : 0

Tenured : NO

Job Departments

- Facilities

Purpose

Develop and administer the Court of Justice Administrative Office of the Courts Facilities department, including oversight of the statewide judicial court security program.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 5 Years of Work Experience

Job Required Knowledge

- 5 years of work experience must be in a related field such as architecture, construction, project planning
- Candidate must possess managerial experience in a supervising capacity

Job Skills/Abilities

- Excellent communication abilities both written and oral
- Project and personnel management skills
- Ability to handle multiple projects, deadlines, and customers
- Ability to shift priorities and resources
- Statewide travel is required

Job Preferred Knowledge

- Knowledge of Autocad, MS Excel, MS Word, MS Outlook

Job Duties

- Oversee the project management for judicial center construction projects
- Oversee the Facilities Management manager and staff
- Oversee the Judicial Court Security manager and staff
- Communicate directly with local and state elected and non-elected personnel
- Serve on committees; serves as liaison with other agencies and institutions
- Facilities Management department includes new construction, statewide property accountability, maintenance, renovation, leasing, statewide office logistics, and warehouse operations
- Judicial Court Security department includes court security personnel assigned to high profile trials and court security building assessments
- Other duties as assigned